Temporary appointments of Qualified Typists and Stenographers through the Employment Exchange in Bangalore and Mysore.

OFFICIAL MEMORANDUM.

ORDER No. E. 12858-900—R. & P.S. 5-52-4, DATED BANGALORE, THE 7TH JANUARY 1953.

A recommendation has been made to Government by the Employment Advisory Committee connected with the Employment Exchanges in the State, to authorise the Heads of Government Departments to recruit qualified typists and stenographers for immediate employment through the Employment Exchange, if the Public Service Commission are unable to supply the required hands. Under the existing rules of recruitment, the appointing officers may, pending receipts of the approved lists of candidates, their appointment and joining duty, make temporary (interim) arrangements for conduct of urgent work by appointing locally or readily available candidates, strictly adhering to the standing rule that a Backward Community candidate only should be appointed in a 'special' vacancy and that all such appointments made by the Unit Officers by appointing local candidates, should be got approved by the Public Service Commission if the period for which such appointments are made, exceeds three months. The Heads of Departments and other Unit Officers may, subject to the above-mentioned rules of recruitment, appoint temporarily qualified typists and stenographers through the Employment Exchange in Bangalore and Mysore, pending issue of approved lists of typists and stenographers by the Public Service Commission. These temporary candidates may also apply for inclusion in the approved list of the Public Service Commission.

N. PUTTARANGASWAMY,
Chief Secretary to Government.

FINANCIAL SECRETARIAT

Issues further rules regarding Review of Measurements recorded in the Measurement Books of the Public Works Department by the Divisional Accountant and Check-measurements by the Public Works Officers.

READ—

Letter No. 373—W.M. G.C., dated the 20th August 1952, from the Accountant-General, Mysore, Bangalore, suggesting for the reasons mentioned, introduction of further rules regarding Review of Measurements recorded in the Measurement Books of the Public Works Department by the Divisional Accountants and Check-measurements by the Public Works Officers.

ORDER No. FL. (B) 12044-6—C.R. 50-52-2, DATED BANGALORE, THE 8TH JANUARY 1953.

The followinng rules, in addition to the rules already in force in respect of Review of Measurements recorded in the Measurement Books by the Divisional Accountants and Check-measurements by the Public Works Officers, are laid down :—

I. Review of Measurements by the Divisional Accountant.

In addition to the audit of measurements relating to final bills on running accounts and first and final bills which are invariably submitted to the Divisional Office for audit and payment, the Divisional Accountant should review not less than 25 per cent of other entries in measurement books on the basis of which payments are made. For this purpose, a register will be kept by the Divisional Accountant, showing the numbers of measurement books with pages in respect of 25 per cent of the bills (excluding final bills) paid during a month. The information should be collected from the paid bills direct before their transmission to the Audit Office.

In the following month, the measurement books referred to should be obtained in the Division Office and the entries reviewed. The arithmetical accuracy of the calculations in 50 per cent of the entries thus reviewed should be checked by the Divisional Accountant personally. The fact of completion of this review should be certified in the register referred to and also indicated in the accounts submitted to the Accountant-General for the following month in the form of certificate.

The payments based on the entries reviewed should be traced into the various accounts and verified. Similarly, supplies or issues of materials should be traced into the materials-at-site accounts, ledger, etc., and verified.

Every page of the measurement book reviewed should be initialled and dated by the Divisional Accountant with the remark "Reviewed" and a corresponding entry made in the register referred to above. The register should also be submitted to the Executive Engineer monthly and his initials taken.

II. Rules governing the Record of Measurements and Check-measurements by Public Works Officers.

(1) As a rule, measurements may be recorded by the subordinates in charge of the works concerned. When measurements are taken by two or more officers jointly the entries should always be recorded and signed by the seniormost officer.

Exception.—Final measurements of works costing more than Rs. 25,000 carried out by contract system should invariably be recorded by an officer not less in rank than a Sub-Engineer or Supervisor.

(2) Measurements of all works and repairs taken by the subordinates in charge should be checked by the Sub-Divisional Officers or the Executive Engineers in the manner defined below :—

(*a*) Sub-Divisional Officers should check-measure, before payment and in proper time, works in respect of the following :—

(i) All final bills on running accounts.
(ii) All first and final bills over Rs. 500.
(iii) Works (included in all kinds of bills over Rs. 25) which will not be susceptible of check-measurement after a certain stage, such as, works in channel, river or tank beds, foundations, etc.

(*b*) As regards (A) cases not pertaining to works of the kind mentioned in item (iii) above, (B) the intermediate bills of running account and (C) first and final bills over Rs. 25 and not over Rs. 500, the Sub-Divisional Officers should check-measure a large proportion of them. If in such cases, it is not possible for the Sub-Divisional Officers to check-measure such bills before payment owing to the pressure of work, then the reasons for not having done the check-measurement before payment should be recorded by him in the remarks column of the measurement books concerned and check-measurement should be done by him at the earliest opportunity after payment has been made.

Exception.—In the case of first and final bill for Rs. 200 or less pertaining to works of the kind mentioned in item (iii) above, if the Sub-Divisional Officer could not check-measure them in proper time owing to the pressure of work, etc., it is sufficient if the Sub-Divisional Officer enters in the measurement book, the reasons why the check-measurement could not be done in time and certifies that he is satisfied after inspection that the work has been done. On such certificates payments may be made.

(3) The Executive Engineers are required to check-measure frequently the works in progress and maintain a register of check-measurements. The number of check-measurements by each Executive Engineer should be not less than two per mensem.

The Executive Engineer should also check-measure final measurements of works costing more than Rs. 25,000 to the extent of 25 per cent of the total value of the work done.

(4) The fact of check-measurement by the Sub-Divisional Officers and Executive Engineers should invariably be noted in the measurement book at the time of check-measurement and the items check-measured should be indicated by the initials of the checking officer, which should be placed on the left side of the column "Particulars" in line with item check-measured.

(5) The Sectional Officers may also carry out check-measurements of works done, but the payments of the bills should be done only as per rules embodied in (2) (*a*) and (2) (*b*) above.

Necessary amendments to the Mysore Public Works Account Code will issue in due course.

M. SHAMANNA,
Secretary to Government,
Finance Department.

Directs that Taluk Treasury Accounts relating to Local Bodies and Muzrai Funds be closed on the 25th of each month; except in March.

READ—

Government Order No. Fl. 2501-4—G.F. 28-51-5, dated the 27th July 1951, directing that th Taluk Treasury Accounts be closed by the 25th of each month except in March as in Part 'A' States

2. Letter No. 72—C.S.A., dated the 29—30th July 1952, from the Controller, State Accounts Department, Bangalore, regarding the consequential changes to be introduced in the accounts procedure of Local Bodies banking with Taluk Treasuries.

3. Correspo dence ending with U.O Note 230/A/T.M., dated the 2nd December 1952, from the Accountant-General, Mysore, Bangalore, on the subject.

ORDER No. FL. (B) 12271-97—L.F.A. 74-52-2, DATED BANGALORE, THE 13TH JANUARY 1953.

At present, the Local Bodies in the State, banking with Taluk Treasuries, close their accounts on the last day of each month, the Treasury Pass Book being also written up accordingly. As the Taluk Treasury Accounts now run from 26th of one month to the 25th of the following month except in March and April 1952, a reconciliation of the monthly closing balance between the books of the Local Body and the Treasury, has been rendered difficult. With a view to remedying this deffect, it is hereby directed that the accounts of the Local Bodies dealing with Taluk Treasuries be also closed on the 25th of each month except in March so as to be in conformity with the treasury arrangements. In March, however, the accounts will be closed on the last day of the month only as in treasuries. Local Bodies having dealings with both Taluk and District Treasuries should in respect of their transactions in Taluk Treasuries follow the above arrangement. The Treasury Pass Books will also be written up accordingly, in future.

The Controller, State Accounts Department, reports that the treasury chalans and vouchers relating to such Funds are not being received in his office regularly and that this has retarded the progress of work in his office. With a view to remedying this, the following instructions are issued :—

The Taluk Treasuries should send to the District Treasury along with their daily sheets, one copy of the subsidiary registers of transactions of each Local Fund with the chalans and vouchers duly stitched thereto. The District Treasury will incorporate such transactions in daily totals only as at present and forward one copy of the District Treasury subsidiary register relating to each fund to the Local Audit Circle concerned on the 5th of the following month duly accompanied by the daily extracts of the Taluk Subsidiary Registers and the supporting chalans and vouchers. Another copy of the District Treasury Subsidiary Register will of course be sent to the Accountant General, along with the Treasury accounts. The schedules (copies of subsidiary registers) in respect of Muzrai Funds will all be sent to the Controller, State Accounts Department, as the audit of the Muzrai Funds is conducted in the Head Office.

The Taluk Treasuries will also send to the District Treasury on or before the 30th of each month, a Plus and Minus Memo (in triplicate) in respect of each Local Fund duly agreeing the figures thereof with those in the Pass Book of the Local Body concerned. From these, the District Treasury will prepare a consolidated Plus and Minus Memo for each Local Fund for the whole District and after agreeing the figures thereof with those in the District Treasury accounts for the month, transmit the same to the Accountant General in duplicate along with the